Job Title: Training and Communications Specialist

JOB SUMMARY
The Training and Communication Specialist is responsible for the planning, development and implementation of procedural manuals and training programs.

MAJOR DUTIES
• Plans and arranges staff development activities;
• Develops a procedural manual for internal staff;
• Plans, conducts and/or serves as team member;
• Generates documents to market the program;
• Researches and analyzes program/operation data;
• Generates regular and ad hoc statistical and informational reports;
• Performs duties related to the development, modification and design of web pages to be published on the departmental web site.

COMPETENCIES
• Skill in the operation of computers and job related software programs
• Interpersonal skills
• Oral and written communication skills
• Organizational skills
• Decision making and problem solving skills

MINIMUM QUALIFICATIONS
• Associate’s degree *and* Three (3) years of work related experience

Note: Experience may substitute for the degree on a year-for-year basis.

PREFERRED QUALIFICATIONS
Preferred qualifications may vary from location to location.